

STATINTL

LIAISON



THE ROLE OF THE LEGISLATIVE COUNSEL AND
EMPLOYEE CONTACTS WITH CONGRESS

1. Since the establishment of the Senate and House Intelligence investigating committees in early 1975, the amount of official business transacted between the Agency and Congress has vastly increased. The creation of the permanent Senate Select Committee on Intelligence and the House Select Committee on Assassinations ensures that this trend toward increasing contact will continue or even accelerate.

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2. Under Headquarters Regulation [REDACTED] the Legislative Counsel is responsible for handling all Agency official business with the Congress. The trend toward increasing contact makes it imperative that the Agency have a central contact point controlling all congressional matters. The Legislative Counsel will be able to function effectively in support of the Director and his Deputies only if all employees scrupulously adhere to Headquarters Regulation [REDACTED]. Therefore, in the interest of both supporting the Director and serving the needs of the Congress, Agency employees are reminded of the role of the Office of Legislative Counsel in controlling all Agency liaison with Congress. Employees are requested to bring to the attention of the Office of Legislative Counsel matters which may have a bearing on Agency relations with the Congress and, except for a few senior officials who have been specifically authorized by the Director to deal with Congress independently, all Agency employees should refer to the Office of Legislative Counsel requests from congressional offices which come to them directly. Finally, all employees are asked to look to the Legislative Counsel as their representative on all legislative matters pertaining to official Agency business and not initiate direct contact on their own with congressional offices.

STATINTL

E. H. Knoche
Acting Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

SECRET

OLC 76-3756

Executive Registry
676-534577

26 November 1976

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director of Central Intelligence
Deputy to the Director for the Intelligence
Community

SUBJECT: Proposed Congressional Liaison Guidelines
and Organizational Changes for the Office
of Legislative Counsel

1. During the past two months, I have met with the Executive Advisory Group on three occasions to discuss the subject of congressional relations. Those discussions were concerned with recent developments affecting our relationships with the Congress and the requirements which we can expect the Congress to levy upon the Agency and the Intelligence Community within the foreseeable future. I presented to the Group proposed guidelines to cover future contacts with the Congress and personnel changes which I feel will be needed to cope with the increased requirements which have already been levied upon us and those which we can expect from the 95th Congress. You are intimately acquainted with these developments. However, the purpose of this memorandum is to summarize the situation and to present for your approval several proposals which have been accepted by the EAG for submission to you.

2. The increased number of oversight committees in the Congress and the continually increasing amount of liaison contact with other committees and members' offices make it necessary to increase the personnel strength of the Office of Legislative Counsel in order to cope with this increased workload, to react to congressional requirements in a timely manner, and, where possible, to anticipate these demands so that we can alert the Director, the Deputy Director, and the Deputy to the Director for the Intelligence Community and other senior officials to requirements which may be levied upon them and to events which may affect them.

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3. With an increase in personnel strength we will need to effect certain organizational changes in the Office and to establish, to a limited degree, bureaucratic mechanisms to try to assure efficiency and effectiveness in our activities. This Office has previously operated with a small staff of well-qualified and versatile individuals that has contributed greatly to our flexibility and our effectiveness in the past. We hope to retain those qualities in our personnel and enhance our overall effectiveness in the proposed Office reorganization.

4. The reorganization will entail formalizing the existence of two groups in OLC which have operated separately yet jointly for several years, handling liaison and legislation respectively and adding a third element to coordinate and review our responses to congressional requirements. This latter group will be similar to, and incorporate the functions of the Review Staff, which operated during the so-called Church/Pike Committee investigations. The guidelines which we are proposing will enunciate Agency policy with respect to contacts with the Congress and become a procedural guide for the OLC Staffs. Besides handling oversight requests, the new Coordination and Review Staff will be able to process inquiries from the House Select Committee on Assassinations which will become fully operational in the 95th Congress. (As you know, the Chief Counsel of that Committee has announced that he contemplates hiring 170 persons with a budget of some \$3 to \$4 million.) Additionally, it can handle inquiries from the House and Senate Budget Committees, the House Committee on Drug Abuse, and the Special Surveys and Investigation teams of the House Appropriations Committee.

5. In short, the OLC would consist of three separate staffs: a Legislation Staff, a Liaison Staff, and a Coordination and Review Staff. In addition to responding to requirements from the Hill this organizational structure will also be useful in developing overall strategy for the Director of Central Intelligence relative to his role with the Congress. This strategy will originate in the main through the Deputy Legislative Counsel and myself and will utilize the resources of the Coordination and Review Staff in developing recommended Agency positions on various aspects of our relationships with the Congress. This support will be extremely important as the oversight role of the Congress shifts and substantially increases. OLC also will absorb the Review Staff file room into the OLC Registry system in order to provide central control of the paper flow that is anticipated in the next Congress.

6. Attached is a four-part package. The first part is my recommendation for the staffing complement which I believe OLC requires to fulfill our responsibilities as outlined above. The second part is guidelines for liaison with Congress which should govern all contacts between the Congress and the components under direct authority of the DCI. The third part is a detailed paper which discusses OLC functions and organization. The fourth part is a draft Employee Bulletin on the role of OLC and the guidelines which govern employee contacts with Congress.

7. I recommend you approve:

a. The proposed staffing recommendation.

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[Redacted Signature]

Disapprove

Date

12-29-76

b. The proposed General Principles Governing Relations with Congress.

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[Redacted Signature]

Disapprove

Date

12-29-76

c. The proposed Employee Bulletin.

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[Redacted Signature]

Disapprove

Date

12-29-76

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[Redacted Signature]

for George L. Cary
Legislative Counsel

Attachments

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Proposed [redacted] The Role of the Legislative Counsel and Employee Contacts
With Congress (Job #8031)

FROM: [redacted] Chief, Regulations Control Branch

DD/A Registry
NO. 1
DATE 1 FEB 1977

DD/A Registry
77-0595

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
[redacted]	2/1		B	The attached Headquarters Notice is submitted for signature by Mr. Knoche. Background papers are attached. Although approved by Mr. Bush as a Bulletin, we believe it is more appropriate as a Notice since it is a statement of Agency policy rather than simply informative. We have attached a requisition and request that the Notice be dated after approval and the 'must date' filled in on the requisition. RCB has not made any coordination of this document.
3. DDCI For Signature	3 Feb	3 Feb	G	
4. DDA Registry EO/DDA				
5. RCB [redacted]				
6.				
7.				2 to 3:
8.				FYI: [redacted] saw the [redacted] attached on 2 Feb and said it was OK by him.
9.				To A: I have reviewed w/ [redacted] who endorses my thought that 1) HSCA be deleted about 2/3 of our employees have never heard of it & it implies that we have much to report on other [redacted] 2) That para 2 to [redacted]
10.				
11.				
12.				
13.				
14.				
15.				